



Dear Sidewalk Café Applicant:

Enclosed please find the sidewalk café application form for the current season. Please review the list of attachments required for application. One requirement is submission of a drawing of the sidewalk café. The drawings should reflect compliance with ordinance requirements, the rules and regulations and landscaping guidelines, which have been included for your review.

All applications must have prior approval of the Alderman of the ward where the sidewalk café will be located. Affidavits must be notarized and returned along with application. Certificate of insurance must show \$1,000,000 in general liability and name the City of Chicago an additional insured. Pictures must show proposed site where café is to be located. Any applications received incomplete or failure to provide the required documents (drawing, affidavit, certificate of insurance and pictures) will result in a delay of processing your application.

The public way unit will prepare the necessary documents for introduction to the City Council by the Alderman of the ward where the sidewalk café is to exist. After introduction to City Council, you will be notified by mail. The notification will request the current year's annual fee, certificate of insurance listing the city as co-insured on liability insurance coverage relating to the public way encroachment, and acceptance letter signed by applicant. Once received, the public way unit will issue and mail your permit for public way use.

All holds on your account must be resolved prior to the issuance of your sidewalk café permit.

If you have any questions regarding this program, please contact Lisa Pusateri, Sidewalk Café Program, at 312-747-9034.

Completed applications should be forwarded to:

*Department of Business
Affairs and Licensing
Sidewalk Café Program
333 S. State Street, Room 310
Chicago, Illinois 60604
Attention: Lisa Pusateri*

We look forward in assisting you with your sidewalk café application and wish you a great season. Thank you for your assistance and cooperation.

*Sincerely,
Department of Business Affairs and Licensing*

SIDEWALK CAFÉ PROGRAM

Rules for Operation

1. Sidewalk café season is **March 1** through **December 1**.

A Sidewalk café permit is valid from the date of issuance up to and including December 1st. The physical boundary including table and chairs can be placed on the public way once the permit is issued. The physical boundary including table and chairs can remain on the public way during the time the permit is valid. Once the permit expires, the boundary including tables and chairs must be removed from the public way. Any sidewalk café in operation or any storage of the café structure without a valid sidewalk café permit is subject to removal and citation.

2. Sidewalk cafes shall not operate earlier than 8:am nor later than 12:00 am. (11:00 pm in certain Wards).

3. All sidewalk café employees shall be subject to and comply with all applicable requirements and standards for a retail food establishment.

- A. Patrons must wear shoes and shirts at all times.
- B. All sidewalk cafes must have an opening for entrance at all times.
- C. All sidewalk cafes must adhere to the size, design, and any other specifications that were approved by the City Council at all times. Tables and chairs cannot be moved around.
- D. Strict adherence to hours of operation, clear space for pedestrians, foods offered for sale and required landscaping is mandatory.
- E. No Pets allowed only aid dogs for assisting the visually impaired.

4. A sidewalk café permit shall only be issued to the address stated on your food establishment license. No portion of your sidewalk café can include neighboring businesses, residences or empty lots.

5. If alcoholic beverages are served at the sidewalk café, the operator must be validly licensed under the code for such sales. Alcoholic beverages supplied by any person other than the permittee will not be allowed at sidewalk cafes.

6. The operator of a sidewalk café shall install and maintain a physical boundary separating the permitted outdoor seating area from the remainder of the public way. The boundary may be a partition, planters, railing, fence or any combination of the above, and shall be no less than 24 inches in height nor more than 36 inches in height. No portion of the sidewalk café can be elevated in the style of a deck. The boundary must be of such configuration that it will not topple over due to wind or incidental contact with patrons or pedestrians. The boundary must be maintained in place at all times that the outdoor seating area is open to the public. No boundary may be stabilized by bolting to the sidewalk. No portion of the boundary shall be placed on or extend over the public way outside the permitted seating area. Where the city has installed a permanent structure such as a parking meter, planter, fire hydrant, light pole or other device, the operator of the sidewalk café shall make accommodation for the required clearance for pedestrian passage. The boundary must be set as to leave at least six feet of clear and unobstructed sidewalk space to allow for pedestrian passage (see attached plan instructions and sample plans A-C). Sidewalk café operators shall be mindful of the

**Guidelines for Landscaping
Outdoor Cafes
City of Chicago**

In order to remain consistent with the city of Chicago's objective of developing attractive tree lined streets and boulevards, greener neighborhoods, in addition to enhanced property values and in as much that applicants desiring to use public space for semi-private use as outdoors cafes are enhancing the private interests of their enterprise as well that of the city, the following landscape standards shall apply to establishments seeking permission to erect a sidewalk café throughout the city of Chicago.

1. Provision of Greenery.

A. Quantity of Green Area.

The railing, fencing or other such method to enclose a space for the use of a café in a public right-of-way shall have to no less than 50% of its railing, top of fence, etc.. covered with planter boxes. These planter boxes shall be no less than 6 inches deep and no less than 8 inches wide and shall be securely fastened to the café fence or railing. In addition, for every 100 additional square feet of area beyond a 300 square foot café, the applicant shall provide one 24 inch shrub in a suitable planter which allow the shrub 100% visibility above the rail, fence etc.. Figure may be rounded up or down the nearest 100 for calculation purposes. For example, a café with 630 square foot area would provide two shrubs and café with 660 square feet would provide three shrubs. A small tree may substitute for 24" shrub.

B. Planting Landscape Boxes.

Due to unique nature of planter boxes as temporary landscape features, the planter boxes shall be entirely covered with living plant material at the time of installation. The outward or public facing side of all planters shall have cascading, trailing, or vining plants.

C. Maintenance.

All planters boxes and plant material within must be maintained throughout the entire time the planters or café are present on the public right of way. Dead, dying, or unhealthy material must be replaced with healthy material.

D. Application.

In order to receive a permit for a café on a public right-of way, the applicant must demonstrate that the provision of these guidelines will be met. A site plan or written narrative demonstrating that the provisions of this guideline will be met need to accompany the application in order to receive a permit.

PLAN INSTRUCTIONS

PLEASE SEE ATTACHED EXAMPLE OF REQUIRED SIDEWALK CAFÉ PLANS

PLANS MUST BE SUBMITTED ON 8-1/2 x 11 INCH PAPER.

PLANS MUST SHOW EXACT LENGTH X WIDTH DIMENSIONS.

**PLANS MUST DISPLAY TYPE OF BOUNDARY AND LOCATIONS.
(BOUNDARY SHOULD FULLY ENCLOSE THE PERMITTED AREA FROM THE
REMAINDER OF THE PUBLIC WAY WITH THE EXCEPTION OF THE ENTRANCE).**

PLANS MUST SHOW LOCATION OF ENTRANCE

**PLANS (FOR SIDEWALK CAFÉ'S LOCATED ALONG CURBLINE) MUST SHOW
SIDEWALK CAFÉ 1-2 FEET FROM CURB LINE**

**PLANS MUST DISPLAY COMPLIANCE WITH LANDSCAPING REQUIREMENTS.
(NO PORTION OF THE PLANTER BOXES SHALL EXTEND OVER THE PERMITTED
SEATING AREA)**

**PLANS MUST INDICATE A MINIMUM OF SIX FEET OF CLEAR SPACE FOR
PEDESTRIAN PASSAGE FROM SIDEWALK CAFÉ BOUNDARY TO ANY
PERMANENT STRUCTURE INSTALLED ON THE PUBLIC WAY.**

**ALL ITEMS SUCH AS PARKING METERS, FIRE HYDRANTS, LIGHT POLES, SIGNS,
TREES AND THE LIKE MUST BE SHOWN ON THE PLANS IN RELATION TO THE
PROPOSED CAFÉ, AND THE CLEAR SPACE WITH MEASUREMENTS BETWEEN
THE CAFÉ AND THE ITEMS CLEARLY IDENTIFIED.**

**PLANS MUST INDICATE YOUR BUSINESS NAME AND ADDRESS AS IT APPEARS
ON YOUR RETAIL FOOD ESTABLISHMENT LICENSE.**

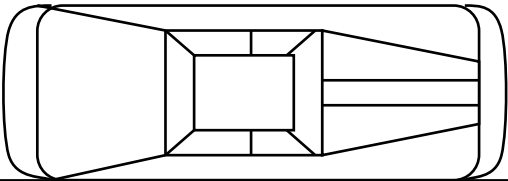
**PLANS MUST SHOW WHERE YOUR CAFÉ IS LOCATED IN RELATION TO YOUR
BUSINESS (NO PORTION OF YOUR SIDEWALK CAFÉ CAN INCLUDE
NEIGHBORING BUSINESSES, RESIDENCES OR EMPTY LOTS).**

***PLANS SUBMITTED THAT DO NOT MEET THE ABOVE REQUIREMENTS
WILL BE RETURNED TO THE APPLICANT FOR CORRECTIONS.***

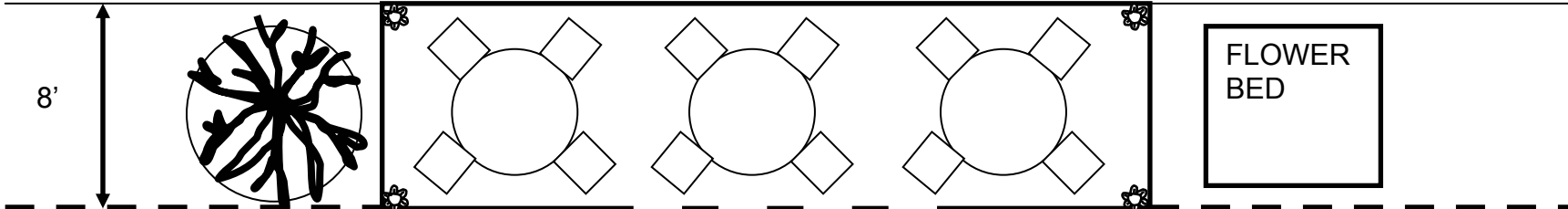


SIDEWALK CAFÉ EXAMPLE PLAN A

MARTIN'S RESTAURANT
444 W. 150th PI.



1 FOOT
CURBLINE



FENCE - NOT BOLTED TO SIDEWALK

FLOWERS

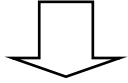
FLOWERS

8'

15'

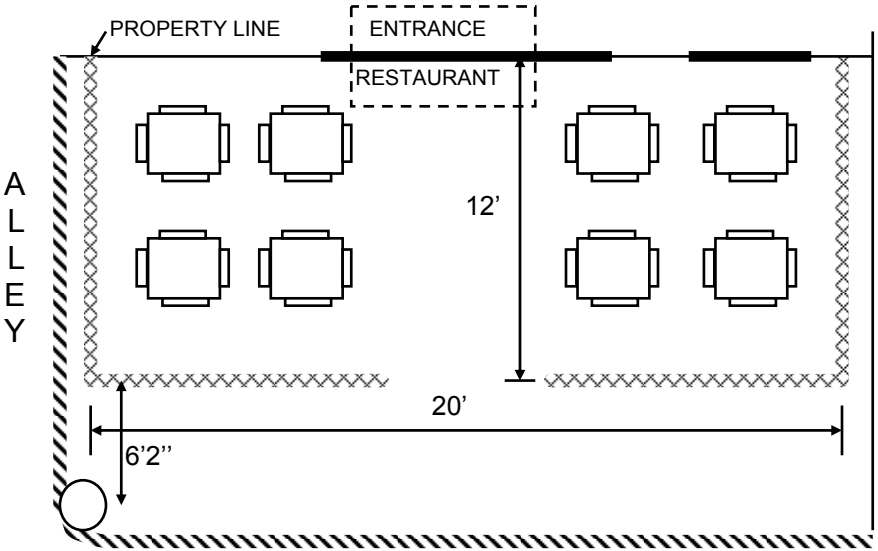
10'

ENTRANCE



**SIDEWALK CAFÉ EXAMPLE
PLAN B**

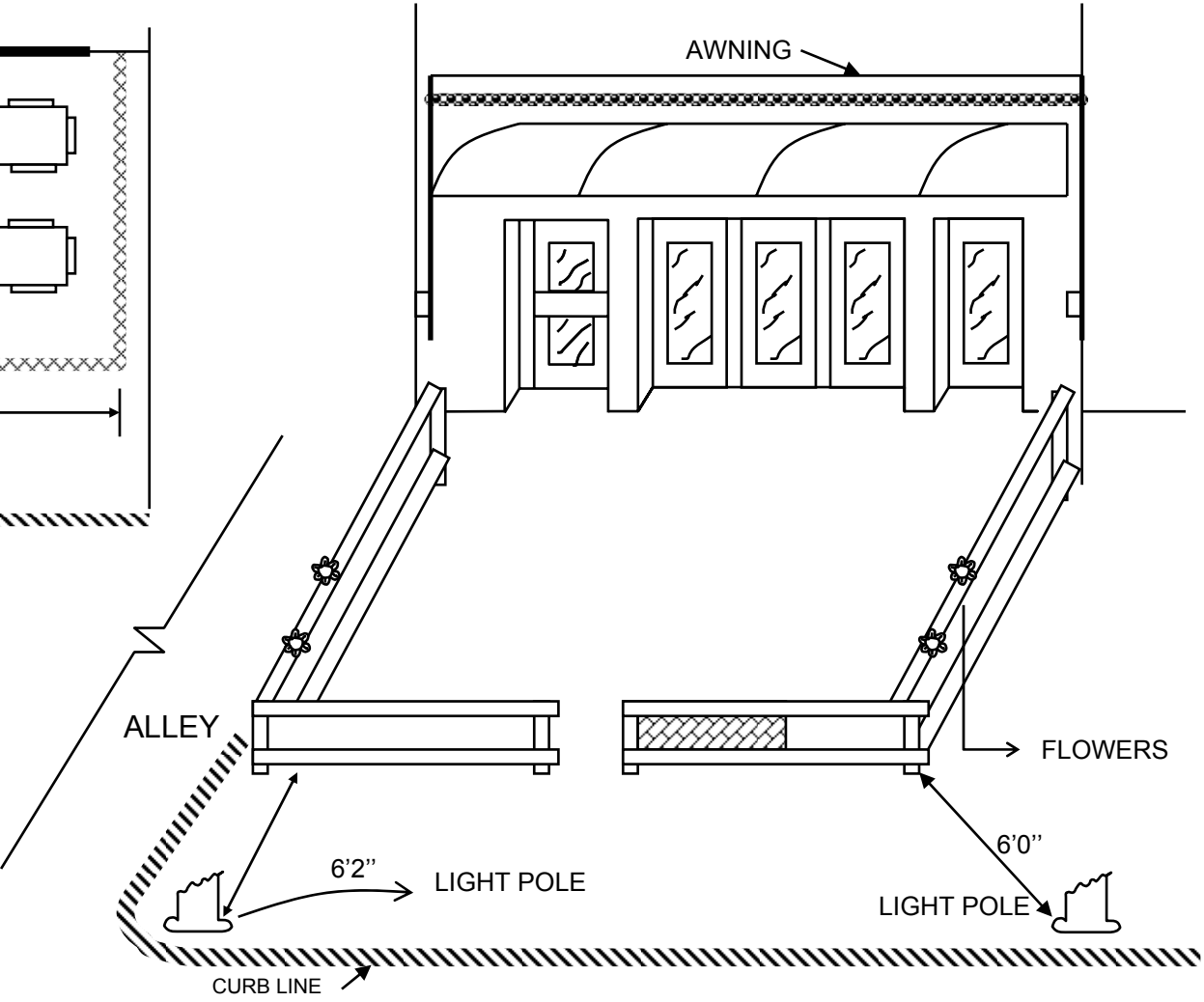
FRANK'S RESTAURANT - 4630 N. MAIN ST.



**MAIN STREET
TOP VIEW**

<u>LENGTH</u>	<u>20</u>
<u>WIDTH</u>	<u>12</u>
<u>TOTAL SQFT</u>	<u>240</u>
<u>SETTING</u>	<u>32</u>

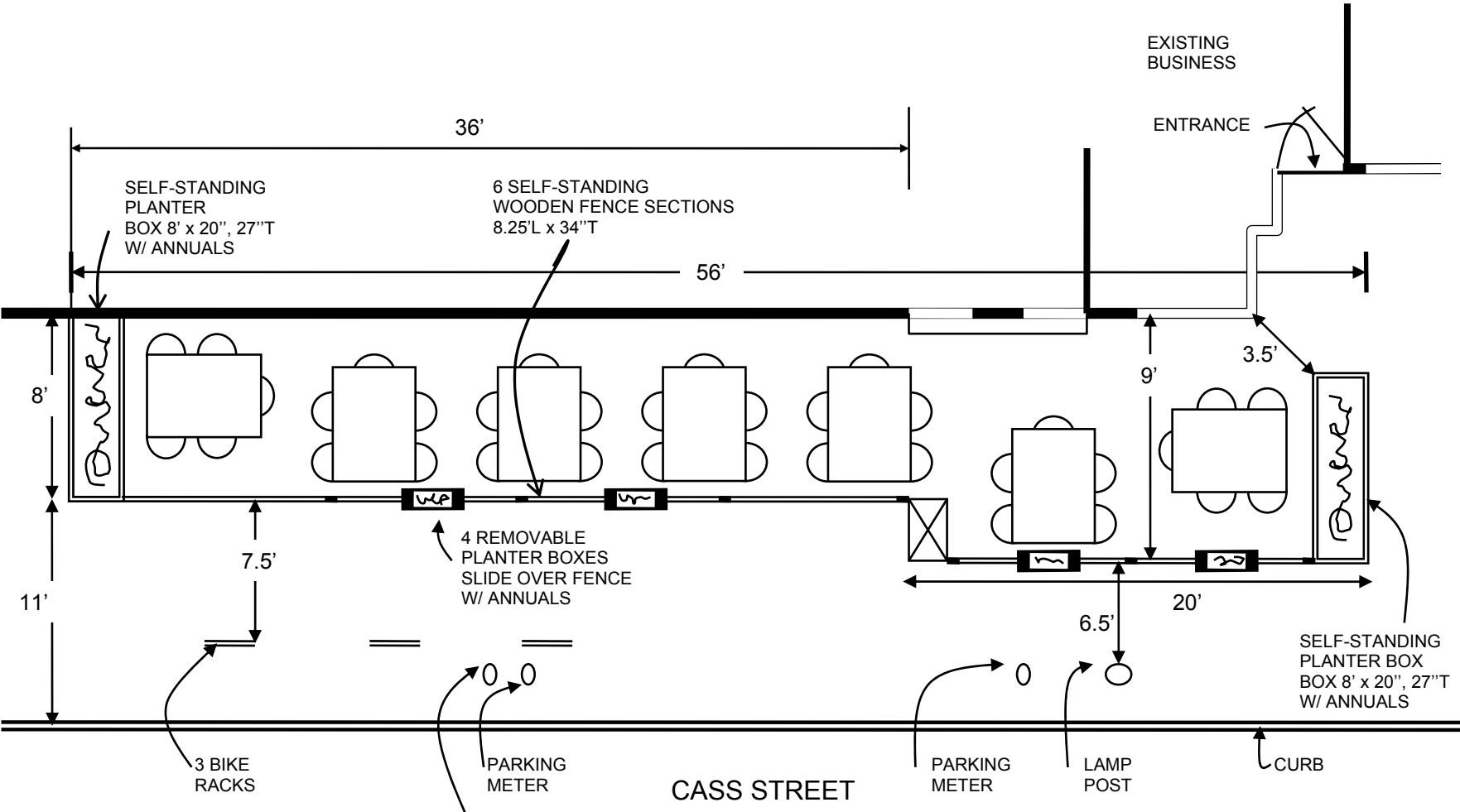
LIGHT POLE




**MAIN STREET
FRONT VIEW**

not to scale

SIDEWALK CAFÉ EXAMPLE PLAN C



JOHN'S RESTAURANT
401 W. CASS ST.

NORTH  SCALE: 1/8" = 1'
MARCH 25, 2001



SPECIAL NOTE

**SIDEWALK CAFÉ'S CAN NOT
OPERATE UNDER
SCAFFOLDING OR
CONSTRUCTION CANOPIES**

ATTACHMENTS REQUIRED TO APPLICATION

- 1) **AFFIDAVIT**
- 2) **CERTIFICATE(S) OF INSURANCE**

GENERAL LIABILITY INSURANCE (General Liability; Minimum required is \$1,000,000; indicate: “The City of Chicago is additional insured with regards to the sidewalk café ”); Certificate Holder address is as follows:

**City of Chicago
Department of Business
Affairs and Licensing
333 S. State St., Rm 310
Chicago, IL 60604
Attn: Public Way Use Unit**

- 3) **CAFÉ DESIGN PLAN INCLUDING LANDSCAPING PROPOSAL ILLUSTRATED WITH EXACT MEASUREMENTS ON 8½" X 11" WHITE PAPER**
- 4) **2 PHOTOS OF PROPOSED SITE WHERE CAFÉ IS TO BE LOCATED. PHOTOS MUST INCLUDE ALL ENCROACHMENTS SUCH AS PARKING METERS, TREES, LIGHT POLES, AND THE LIKE.**

SIDEWALK CAFÉ APPLICATION



APPLICANT INFORMATION

LEGAL ENTITY NAME _____
BUSINESS NAME _____
BUSINESS ADDRESS _____ ZIP CODE _____
CONTACT PERSON _____ PHONE _____

LICENSE INFORMATION

CURRENT DEPARTMENT OF REVENUE ACCOUNT NUMBER _____
CURRENT RETAIL FOOD LICENSE NUMBER _____
CURRENT LIQUOR LICENSE NUMBER _____
HAVE YOU EVER HAD A LICENSE AND/OR PERMIT REVOKED OR SUSPENDED? NO _____ YES _____ IF YES,
ATTACH EXPLANATION.

OPERATIONS PLAN

1. TOTAL SQUARE FEET OF PUBLIC WAY TO BE USED _____
EXACT LENGTH & WIDTH ALONG STREET(S)
STREET NAME _____ LENGTH X WIDTH _____
STREET NAME _____ LENGTH X WIDTH _____
STREET NAME _____ LENGTH X WIDTH _____
STREET NAME _____ LENGTH X WIDTH _____
2. PROPOSED SEATING CAPACITY _____
3. DAYS & HOURS OF OPERATION (BE SPECIFIC, INCLUDE SAT. & SUN.)
DAY _____ HOURS _____
DAY _____ HOURS _____
DAY _____ HOURS _____

(NOTE: SIDEWALK CAFÉ'S CANNOT OPERATE EARLIER THAN 8:00 A.M. NOR LATER THAN MIDNIGHT)

BUSINESS OWNER(S) SIGNATURE _____

(PLEASE PRINT NAME AND SIGN)

ALDERMANIC APPROVAL

YOU MUST OBTAIN APPROVAL FROM THE ALDERMAN OF THE WARD WHERE YOUR PROPOSED USE OF THE PUBLIC WAY IS LOCATED

ALDERMAN'S SIGNATURE _____ WARD _____ DATE _____

AFFIDAVIT

I, _____
ACTING IN THE CAPACITY OF _____
_____ ON BEHALF OF THE ESTABLISHMENT KNOWN AS _____
_____ LOCATED AT _____

ATTEST TO THE FOLLOWING:

- B. THAT I HAVE REVIEWED THIS APPLICATION AND ALL ENTRIES ARE CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE.
- C. THAT THERE ARE NO OMISSIONS OF FACT OR ITEMS LOCATED ON THE SIDEWALK, WHERE THE SIDEWALK CAFÉ IS PROPOSED, THAT WOULD PROHIBIT THE DEPARTMENT OF REVENUE FROM ISSUING A PERMIT.
- D. THAT I HAVE READ THE RULES AND REGULATIONS AND WILL ABIDE BY SAID RULES AND REGULATIONS AT ALL TIMES DURING THE TERM OF THE PERMIT.

DATE _____

SIGNATURE _____

SIGNED AND SWORN BEFORE ME
STATE OF _____
COUNTY OF _____

SEAL

NOTARY PUBLIC